

Vacancy Announcement 2004-02

POSITION TITLE: Chief Probation Officer

DUTY STATION: Cleveland, Ohio

SALARY RANGE: \$82,357 to \$142,703
(Depending on Qualifications)

CLASSIFICATION: JSP- 14 up to 17

OPENING DATE: April 15, 2004

CLOSING DATE: Until Filled (Court prefers
that applications be received by June 15, 2004)

Position Available: January 4, 2005

The Northern District of Ohio serves 40 counties. Probation Officers provide services to 12 Active and 4 Senior District Judges and 7 Active and 1 Retired-Recalled U.S. Magistrate Judge. The Probation Office is headquartered in Cleveland and has three divisional offices in Akron, Youngstown and Toledo. The Probation Office consists of a total staff complement of 65 Probation Officers/Specialists, 4 non-PO Administrative staff, and 30 support staff. Present workload includes approximately 1793 persons under supervision and 923 presentence investigations per year.

INTRODUCTION: The Chief Probation Officer administers and manages The Probation Office for the Northern District of Ohio. This position is under the administrative direction of the Chief Judge of the U.S. District Court and is directly responsible for the administration of the Probation Office. The Chief Probation Officer is responsible for insuring expeditious processing of presentence investigations for the courts; supervision of offenders on probation or on supervised release from prison; promulgating policies, procedures and guidelines necessary to insure an appropriate level of service; budgetary oversight for the probation office; selecting candidates for appointment; compliance of the courts equal employment opportunity and employment dispute resolution plan; supervising and establishing training of the staff, maintaining liaison with the Chief Judge and all judicial officers as well as other court unit executives as well as cooperative relationships with other probation offices and all components of the criminal justice system.

QUALIFICATION REQUIREMENTS:

EDUCATION: Applicants must have a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. An advanced degree in an appropriate area is preferred.

Desirable Characteristics: Successful candidate should be a leader, motivator, mature, highly organized, possess tact, good judgment, poise, initiative, and maintain a professional appearance and demeanor at all times. Ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing is required. Must be able to balance the demands of varying workload responsibilities and deadlines.

EXPERIENCE:

- < Six years probation related experience is required. Three years must be specialized, progressively responsible experience including management responsibilities in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs, after completion of a degree, is required. One year of specialized experience, or its equivalent, must have been at the next lower grade. (Experience as a police officer, FBI agent, customs agent, marshal, or similar positions do not meet the requirements of specialized experience.) The following years of experience are necessary to qualify at a specific grade: JSP 14 - 6 years; JSP 15 - 7 years; JSP 16 - 8 years; JSP 17 - 9 years.
- < Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of specialized experience; or completion of a master's degree or two years of graduate study (60 semester hours or 90 quarter hours) in an accredited university in one of the social sciences or a Juris doctor degree may be substituted for two years of specialized experience. No more than two years of academic achievement may be substituted for specialized experience.
- < First time appointees to positions covered under the federal law enforcement retirement provisions must not have reached their 37th birthday at time of appointment.

DUTIES AND RESPONSIBILITIES:

- < Organizes the probation office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and parolees.
- < Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures and guidelines necessary to meet these requirements.
- < Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to insure an appropriate level of service delivery.
- < Selects and recommends candidates for appointment as probation officers, and all other personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- < Supervises the staff of the office including all clerical, professional, supervisory and administrative personnel.
- < Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment and supplies.
- < Establishes and administers continuing in-service training programs to insure high quality service delivery through consistent staff development.
- < Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance and assures accountability with minimal interference to service delivery.
- < Maintains liaison with the Chief Judge and other judges; makes specific recommendations regarding court related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- < Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- < Establishes and maintains cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.
- < Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- < Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- < Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- < Occasionally, chief probation officers may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services officers.
- < Performs related duties as required by the Court.

BENEFITS: Positions in the United States Courts are excepted appointments. Court employees are not under the Civil Service System. Benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The United States Probation Office requires employees to adhere to a code of conduct which is available upon request. The final candidate will be subject to a full government background investigation and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants who are not U.S. citizens must be eligible to work for the United States Government. An "Application for judicial Branch Employment", Form AO 78, can be downloaded from our website at www.ohnd.uscourts.gov.

INTERESTED CANDIDATES should forward a letter of interest outlining their qualifications, skills and experience along with a resume:

Clerk of Court
U.S. District Court, Northern District of Ohio
Carl B. Stokes U.S. Court House
801 West Superior Avenue
CLEVELAND OH 44113-1830
Attn: 2004-02
EOE